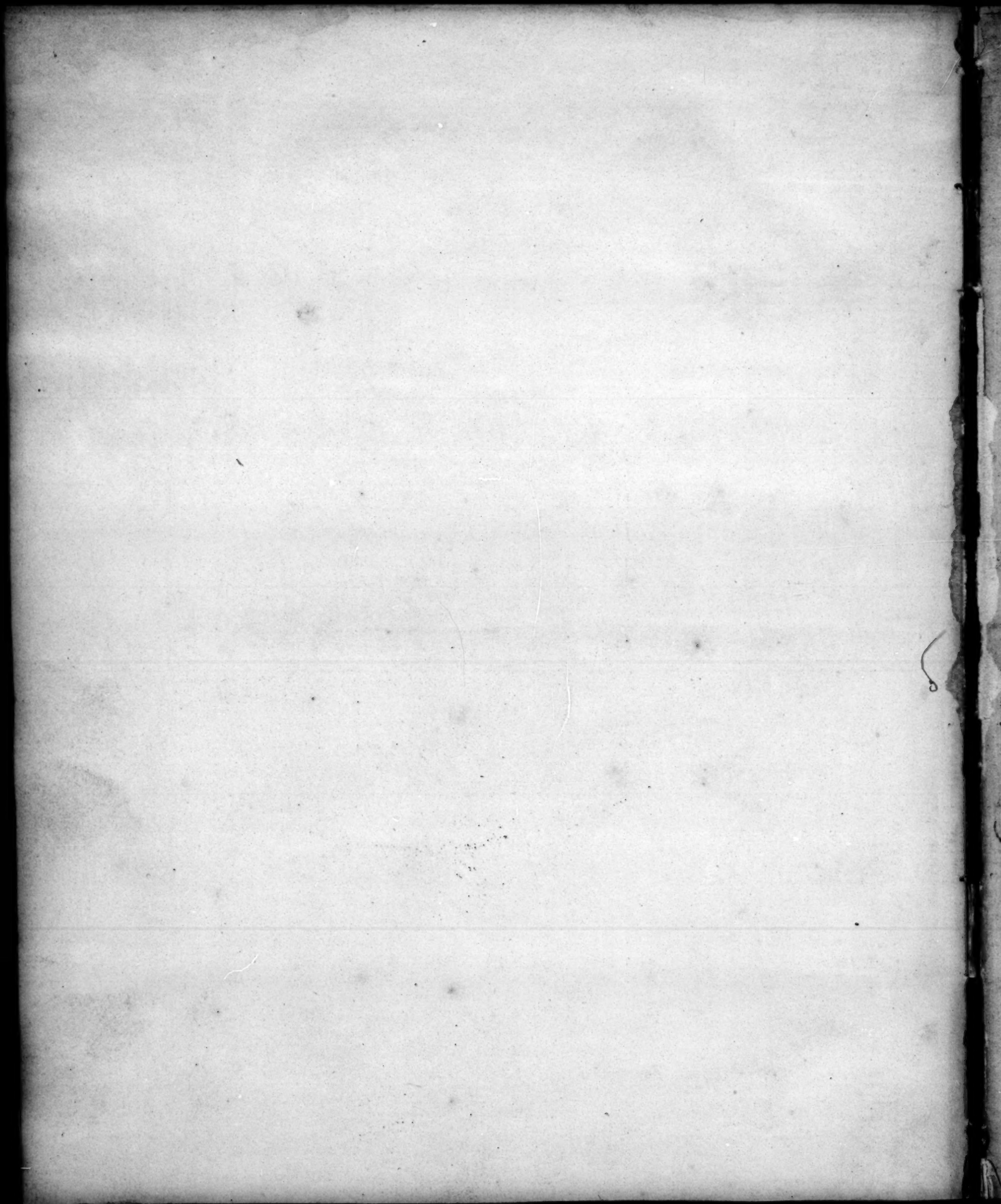


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RULES and ORDERS

F O R

THE GOVERNMENT OF

T H E

RADCLIFFE INFIRMARY,

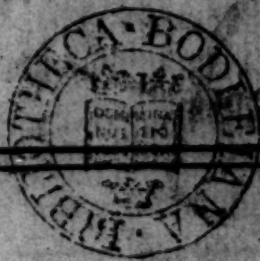
A T O X F O R D.

FOUNDED BY

Dr. RADCLIFFE's TRUSTEES,

A N D

SUPPORTED BY VOLUNTARY SUBSCRIPTION.



O X F O R D:

PRINTED BY W. JACKSON, M,DCC,LXX.

Gough Addrs. Oxford
4° 87.

RULES AND ORDERS

FOR

THE GOVERNMENT OF

THE

RADCLIFFE INFIRMARY,

AT OXFORD

REVISED BY

DR. RADCLIFFE TRUSTEES

AND

SUPPORTED BY VOLUNTARY SUBSCRIPTION

OXFORD:

PRINTED BY W. JACOBSON, M.D.C.C.LXX.

R U L E S
F O R
T H E G O V E R N M E N T O F
T H E
R A D C L I F F E I N F I R M A R Y .

1. **T**HAT this Society shall consist of a President, The Society and its Members. Governors, Treasurer, Assistant Treasurer, Auditors, Physicians, Surgeons, with such other Officers as shall hereafter be specified, as likewise a proper Number of Servants; and that this Society act and be distinguished by the Name or Title of *The President and Governors of the Radcliffe Infirmary, for the Relief of the sick and lame Poor, from whatever County recommended.*

2. **T**HAT all Benefactors of Thirty Guineas and upwards, given at one Time, be Governors during Life; The Qualification of a Governor. and that all Subscribers of Three Guineas a Year and upwards, be Governors during Payment; and likewise the Physicians, and Surgeons of the Infirmary, during their Attendance, whether they are Subscribers or not: And that the Head or other Officer for the Time being, of any Body Corporate, Society, Township, or Parish,

rish, annually deputed, subscribing Three Guineas, be also a Governor.

General
Court,
Quarterly
and Special.

3. THAT a General Court of Governors be held at four stated Times in the Year, namely, on the second *Thursday* in *April*, the second *Thursday* in *July*, the second *Thursday* in *October*, and the second *Thursday* in *January*, at Ten o'Clock in the Forenoon of each Day, to take the Reports of the Committees, inspect the Accounts, and transact such other Business as shall be laid before them, or oftner if Occasion shall require, upon Notice thereof given by the said Governors, or any seven or more of them; or by their Order, by publishing the same in the *Oxford* and *Reading* News-Papers, and by affixing a like Notice in Writing upon the Gate, and in the Committee-Room of the said Infirmary, Twenty Days at least before every such Meeting.

General
Powers of
the Go-
vernors.

4. THAT the said Governors, assembled at any such General Court, shall have full Power and Authority, in the Name of the President and Governors of the said Infirmary, to enter into such Contracts, as they or any nine or more of them shall think proper, and to do, manage, transact, and determine all such Matters and Things, as shall to them, or any nine or more of them, at any such General Court, appear to be necessary or proper for the carrying on the good Purposes of the Infirmary; and shall and may appoint such weekly or other Meetings of the said Governors, or any five or more of them, with such Powers and Authority, as they shall think necessary.

Power to
make
Rules, Or-
ders, or Re-
gulations.

5. THAT the said Governors in a General Court assembled, or any nine or more of them, have Power to make, ordain, and constitute, such and so many Rules, Orders, or Regulations, as to them shall seem necessary, for the better governing, regulating, ordering, and managing

naging thereof; and the same so made to put in Use, and at their Wills and Pleasures to revoke or alter the same, or any of them.

6. THAT the said Governors, or any nine or more of them, at a General Court, shall have Power, from Time to Time, and at all Times, to appoint such Officers, and other Persons, as they shall think necessary to employ for the Purposes of the Infirmary, and to suspend or remove such Officers and other Persons, and to appoint others in case of Death, or of such Removal or Suspension; and likewise to make such Allowances to such Officers and other Persons for their Services, as to the said Governors at such General Court shall seem reasonable. ^{Power to appoint Officers.}

7. THAT there be a Weekly Meeting of Governors, which shall consist of Five at least; to meet every *Thursday* at Eleven of the Clock at the Infirmary. ^{Weekly Meeting.}

8. THAT any Five or more of the said Governors, at any Weekly Meeting, being impowered by a General Court so to do, may suspend or remove any such Officers, or other Persons, and may appoint others in Case of Death, or of such Removal or Suspension, until a General Court shall be held; and the said Governors, or any nine or more of them, at a General Court, shall and may confirm such Appointments, or may remove such Officers or other Persons, and appoint others in their Room, as they shall think fit.

9. THAT the Weekly Meeting regulate all Matters relating to the Admission and Discharge of Patients, enquire into the Behaviour of Officers, and Servants, examine and pass Accounts, order Payments, prepare Matters for the General Court, and transact such other Affairs, as shall be committed to them by the General Court.

10. THAT

10. THAT the President at all Courts and Meetings take the Chair, but in his Absence the Members present chuse their own Chairman; and that the President or Chairman have a casting Voice.

11. THAT at every General Court, the Proceedings of the last General Court, and at every Weekly Meeting, the Proceedings of the last Weekly Meeting, shall be read over; and that no Order of either such Court, or such Meeting, shall continue longer in Force, unless confirmed by such subsequent Court, or Meeting.

12. THAT the Proceedings of every Court and Meeting, be fairly registered.

Treasurer.

13 THAT at the General Court in *July*, a Treasurer be annually chosen out of the Governors, who shall enter upon his Office at *Michaelmas* following, and shall give Bond in the Sum of Two Thousand Pounds, to such Persons as the General Court shall appoint, for the due accounting for all such Money as he shall receive for the Use of the Infirmary.

14. THAT the Treasurer pay all such Bills as shall be ordered by the General Court, or Weekly Meeting, such Order being first signed by the Chairman, and counter-signed by the Secretary.

15. THAT the Treasurer shall give an Account to the Secretary, every Week, of those Gentlemen who have paid their Subscriptions, and that the Secretary shall enter the same in his Book.

16. THAT the two Keys of the Box which contains any Writings relative to the Infirmary be kept, one by the Treasurer, the other by the Secretary.

Auditors.

17. THAT at the General Court in *July*, two Contributors be annually chosen, to inspect and audit the Accounts of the Infirmary, and to report the State of the Accounts from Time to Time to the General Court;

Court; and that they enter upon their Office at *Michaelmas* following.

18. THAT a Matron, Apothecary, and Secretary, be ^{Officers and} from Time to Time appointed as Officers; and that a ^{Servants.} Porter, Nurses, &c. be appointed as Servants to attend the Infirmary.

19. THAT when any Vacancy shall happen in the ^{Election of} Office of Physician, or Surgeon, or of Matron, Apothecary, or Secretary, the Weekly Board, seven Governors being present, shall summon a General Court to fill up the Vacancy, unless the stated General Court shall happen in Course, at a convenient Distance; and then Twenty Days Notice shall be given of such Election, in the Manner prescribed for Special General Courts.

20. THAT the Weekly Meeting have Power to remove Nurses, and Servants, and to appoint others in their Stead, and (seven Members being present) to suspend the Matron, Apothecary, or Secretary, for Misbehaviour, and appoint others during their Suspension.

21. THAT the Clergy of the University, and the ^{Visiting} Ministers of the several Parishes in *Oxford*, be desired, ^{Clergymen.} by Weekly Rotation, to visit the Sick, to read Prayers once on every Day, and to preach a Sermon on *Sunday*, and to administer the Communion at proper Times; and that each visiting Clergyman be a Governor, during his Attendance, though he should not happen to be a Subscriber.

22. THAT two or more of the Contributors be appointed at every Weekly Meeting, to visit the House, ^{House} together or by Turns, once every Day for the ensuing ^{Visitors.} Week; each of which, in Case of Sickness, or necessary Avocation, may appoint another Contributor to be his Deputy.

23. THAT the House Visitors be Members of the Weekly Meeting.

24. THAT

Visiting
Apothe-
caries.

24. THAT such Apothecaries of the City as are Subscribers, be desired, by Monthly Rotation, to visit the Dispensary whenever they please, and to see that the House Apothecary does his Duty; and that they enter their Observations in a Book provided for that Purpose.

Yearly
Meeting.

25. THAT the Annual Meeting of all the Contributors be on the Day preceding the Day of Commemoration of Benefactors to the University:—That a Sermon be preached in the Morning, and an Oratorio performed in the Afternoon for the Benefit of the Infirmary.

26. THAT at the Quarterly Meeting preceding the Anniversary, the President, or in his Absence the Chairman, appoint the Preacher.

27. THAT a Report of the State of the Infirmary and of the Number of Patients received and discharged within the Year, with an Abstract of the Proceedings of the Governors, and of the Accounts of the Infirmary, be drawn up at the End of every Year, viz. at *Michaelmas*, by the Auditors of the preceding Year, and published for the Satisfaction of the Contributors.

Elections
to be by
Ballot.

28. THAT all Elections be by Ballot, and all Questions decided by a Majority of Votes present, which shall be taken by Ballot, if required, by three or more Governors.

29. THAT in all Elections, where there are more than two Candidates, if a Majority of the whole Number present does not appear for any one Candidate upon the first Scrutiny, the Chairman shall proceed to a second Election, leaving out the Candidate, who has the fewest Votes, and so on till such a Majority be found.

30. THAT all Annual Subscriptions entered before the Opening of the Infirmary, be payable and deemed to commence on the Day of Opening; and that all subsequent Subscriptions be deemed to commence at the *Michaelmas* preceding the Time of subscribing.

31. THAT

31. THAT to all Persons, whose Subscription shall be Three Months in Arrear, a Monitory Letter shall be sent to prevent further Delay of Payment. Monitory Letter.

32. THAT no Treasurer, Auditor, Physician, or Surgeon, shall receive any Reward, Salary, or Gratuity, from the Infirmary, for his Service. Officers to serve gratis.

33. THAT no Patients, or Persons related to the Infirmary, do at any Time presume, on Pain of Expulsion, to give or take of any Tradesman, Patient, Servant, Stranger, or other Person, any Fee, Reward, or Gratuity of any Kind, directly or indirectly, for any Service done, or to be done, on Account of the Infirmary. Servants, &c. to receive no Gratuity.

34. THAT all Persons employed as Servants in the House, be free from the Burthen of Children, and the Care of a Family.

35. THAT a Table of the Rules and Orders which relate to the Conduct of Patients and Servants, be hung up in each Ward, and publickly read over every Saturday Morning, by one to be appointed by the Matron. Table of Rules.

36. THAT an Inventory be kept by the Secretary, and a Copy thereof by the Matron, of all the Household Goods and Furniture of the Infirmary; and that once a Year, at some convenient Time, before the stated Court at *Michaelmas*, the Auditors do cause a fresh Inventory to be made, and compare it with that of the preceding Year, as well as with the Account of what has been purchased since; and that, as often as any Thing shall be missing, the Matron immediately declare it to the Visitors of the Week. Inventory to be kept.

37. THAT all Officers and other Persons employed in the Infirmary, shall, when required by the Governors, or any nine or more of them, make and render to the said Governors, or any nine or more of them, a true, exact, and perfect Account in Writing, under their re- Officers, &c. to account.

B

pective

pective Hands, of all Monies, which he, she, or they, and every of them respectively shall to that Time have received, paid, and disbursed, by reason of their respective Offices.

Method of dealing with Tradesmen. 38. THAT the Method of dealing with Tradesmen, (unless when the Circumstances of the Case require otherwise) be to publish an Account of the Provisions, and Goods wanted, and Notice for such Tradesmen, as are willing to furnish the same, to bring a Proposal sealed up to the Secretary, at a Day fixed.

39. THAT Tradesmen bring in their Bills the Day preceding each Quarter Day.

Committee to buy Drugs.

40. THAT the Physicians and Surgeons of the House, and Apothecaries, who are Subscribers, be a Committee for buying Drugs, and that any Three (one of them being an Apothecary) have Power to act.

Liquors, &c. prohibited.

41. THAT the Appointment of the particular Diet of the Patients be referred to their respective Physicians, or Surgeons, and that no other Provisions, or Liquors, be brought into the House to the Patients, on any Pretence whatsoever.

Baths.

42. THAT if any Person, not a Patient of this Infirmary, go into the Cold Bath of the said Infirmary, such Person shall pay Three-pence every Time; if into the Warm Bath, Six-pence, unless the same be heated on Purpose; in which Case Two Shillings and Six-pence shall be paid:—These Payments are to be made to the Matron for the Use of the Infirmary.

Poors Boxes.

43. THAT Poors Boxes be set up in the great Inns and Coffee Houses in this City and County, and at the Infirmary, to each of which there shall be two Locks; the Key of the one to be kept by the Treasurer, and of the other as the Committee shall appoint; and the Money therein collected applied to the Use of the Infirmary.

44. THAT

44. THAT Ladies subscribing as Governors, may vote upon all Occasions by Proxy under their Hand and Seal. Ladies may vote by Proxy.

ADMISSION *and* DISCHARGE of PATIENTS.

45. THAT Patients be admitted and discharged every *Thursday* by the Weekly Meeting, between the Hours of Eleven and One. Time of Admission.

46. THAT in Case a sufficient Number of Governors cannot be got together, on the Days appointed for the Admission of Patients, it may be lawful for the Physician and Surgeon of the Week, with the Consent of as many Governors as shall happen to be present, to discharge such Patients as desire to be discharged; and also to receive into the said Infirmary, such Patients, as shall then offer themselves, and as they shall approve of, who are to remain there until the next regular Weekly Meeting determine upon their Admission or Rejection.

47. THAT all Patients who come recommended to the Infirmary, be there before Eleven of the Clock in the Morning on *Thursdays*, or they cannot be admitted till the Week following.

48. THAT no Patients be admitted, who are able to subsist themselves, and pay for Medicines. Rules of Admission.

49. THAT no Person be admitted a Patient, but by Recommendation of a Subscriber, or Benefactor, unless in Cases which admit of no Delay; in which Cases the Apothecary and Matron may receive Patients, giving immediate Notice to the Physician or Surgeon of the Week.

50. THAT every Subscriber, for each Guinea per Ann. subscribed by him, shall have a Right to recommend one In-Patient, and one Out-Patient within every

Year, provided that the In-Patients recommended by such Subscriber, do not exceed five in one Year: That no Benefactor of less than Thirty Guineas at one Time, shall recommend any Patient: That a Benefactor of Thirty Guineas given at one Time shall have the Privilege of a Subscriber of Three Guineas per Ann: And a Benefactor of Fifty Guineas the Privilege of a Subscriber of Five Guineas per Ann. And that no Subscriber whatever shall have more than one In-Patient at a Time.

51. THAT the Physicians and Surgeons of the Infirmary, have the Privilege of recommending Patients as Subscribers of Three Guineas.

52. THAT the Head, or other Officer, for the Time being, of any Body Corporate, Society, Township, or Parish, annually deputed, subscribing annually to the Infirmary, have the same Power of recommending Patients, with a Subscriber of equal Value.

53. THAT no Recommendation shall be taken from any Parish, unless they shall have subscribed Three Months before the Time of such Recommendation.

54. THAT no Subscriber's Recommendation be accepted while his Subscription is in Arrear.

55. THAT a Letter, signed by the Chairman, and counter-signed by the Secretary, be sent to every Recommender, when the Patient he recommends is either postponed or rejected; and that the like Notice be given to the Recommender, when there are any particular Circumstances, or Misbehaviour, which render it necessary to discharge any of the Patients.

Patients at
a Distance
to send in
their Cases.

56. THAT Persons, who recommend Patients from distant Places, may send their Cases, drawn up by some Physician, Surgeon, or Apothecary, (Post paid) to which an Answer shall be returned, whether, and when they shall

shall be admitted. But that the Board be still at Liberty to reject such Patients, if their Cases shall appear to have been misrepresented.

57. THAT when there shall be Want of Room in the Infirmary, for the Admission of all duly recommended, and qualified to be In-Patients, in Cases of equal Exigency, the Preference be given, First, to those who live at the greatest Distance; Secondly, to those recommended by such Subscribers, and Benefactors, as have not recommended any In-Patients within the Year; and Thirdly, to those recommended by the largest Contributors. Preference of Patients.

58. THAT Patients duly recommended, and qualified, who cannot be admitted for Want of Room, be entered into the Books as In-Patients, and received into the House upon the first Vacancies.

59. THAT four Beds be reserved, as a Provision for Accidents, that require immediate Relief. Cases of Extremity.

60. THAT no Woman big with Child, no Child under Seven Years of Age (except where the greater Operations are to be performed) no Persons disordered in their Senses, or subject to Epileptic Fits, suspected to have the Small Pox, or other infectious Distemper, having habitual Ulcers, Cancers not admitting of Operation, Consumptions, or Dropsies in their last Stages, in a dying Condition, or judged incurable, and none in the Venereal Distemper, be admitted as In-Patients; or if inadvertently admitted, be not suffered to continue. Excepted Cases.

61. THAT no Soldier be admitted an In-Patient, until his Officer has engaged to pay his Subsistence-Money to the Treasurer of the Infirmary, during such Time as he shall continue there; except Soldiers on Furlough, when there is no Officer at hand to engage for them. Soldiers to pay their Subsistence.

62. THAT

Patients re-
ceiving no
Benefit to
be dis-
charged.

62. THAT all Persons admitted into the House, and in two Months receiving no Benefit, be discharged unless the Physicians, or Surgeons, certify to the Weekly Meeting, that there is a Probability of their being cured, or receiving considerable Relief.

Patients to
return
Thanks.

63. THAT Patients be enjoined to desire that publick Prayers may be offered for them during their Illness; and to return publick Thanks in their respective Places of Divine Worship, upon their Recovery.

N. B. It is particularly desired that all Subscribers recommending Patients to this Infirmary, will take Care that they are sent clean and free from Vermin, and that they bring with them at the Time of Admission, proper Change of Linen, &c. viz. three Shirts, or Shifts, and other Necessaries for keeping them clean.—No Patient will be admitted unless they bring with them the above-mentioned Necessaries.

PHYSICIANS and SURGEONS.

64. THAT the Physicians, and Surgeons, one of each attend in their Turns, every *Thursday*, at Eleven of the Clock, to examine those who shall be recommended for Patients; to certify their Opinions of their Cases to the Court, or Weekly Meeting; and to prescribe for such as shall be admitted.

65. THAT the Physicians and Surgeons meet at the Infirmary, every *Tuesday* and *Saturday*, at Eleven of the Clock, to visit their In-Patients, and consult upon difficult Cases; and that upon every *Saturday* they do likewise prescribe for their Out-Patients then on the Book, and minute down what Patients are proper to be discharged the *Thursday* following.

66. THAT all Patients during their Continuance, be under the Care of the Physician or Surgeon (and in mixed

mixed Cases of both) whose Turn it was to attend, when they were admitted.

67. THAT each Physician and Surgeon visit his respective In-Patients, at other Times, as often as he shall judge necessary, or shall have Notice of any sudden Emergency from the Apothecary.

68. THAT each Physician, and Surgeon, whose Business or Indisposition shall oblige him to be absent, engage some other Physician, or Surgeon, of the Infirmary, to attend for him.

69. THAT no Amputation, or other principal Operation, be performed in the Infirmary, without a previous Consultation of all the Physicians and Surgeons belonging to it, except on some sudden Accident, the Physicians and other Surgeons being then out of Town.

70. THAT the Number of prescribing Physicians do not at any Time exceed Six; and that the Number of Surgeons do not exceed Four.

M A T R O N.

71. THAT the Matron's Salary be Fifteen Pounds a Year; and a Gratuity, not exceeding ten Pounds, be given her if she behaves well.

72. THAT she take Care of all the Household Goods, and Furniture, and be ready to give an Account thereof when required.

73. THAT she keep a daily Account of the Provisions, and other Necessaries, that are brought into the House, and lay it before the Weekly Meeting every *Thursday*.

74. THAT she take Care, that the Chambers, Beds, Clothes, Linen, and all other Things within the Infirmary be kept clean.

75. THAT

75. THAT she keep a Diet Book, by which the Number of Patients on each Diet may be known.

76. THAT she cause the Names of the Patients to be called over in each Ward every Morning and Evening, and enter in the House-Visitors Book the Names of those who are absent.

77. THAT she take Care of the Keys of the Doors, and see that the Outer Gates be always locked at Eight in the Evening, from *Michaelmas* to *Lady-Day*, and at Nine in the Evening from *Lady-Day* to *Michaelmas*.

78. THAT she see, that the Nurses, Servants, and Patients, do their Duty, and observe the Rules of the House, and in Cases of Misbehaviour, or Neglect, acquaint the Weekly Meeting, or House-Visitors therewith.

HOUSE APOTHECARY.

79. THAT the Salary of the House Apothecary be Fifty Pounds a Year, and a Gratuity if he behaves well.

80. THAT he fix two Tickets on each Patient's Bed, one specifying the Name of the Patient, together with that of the Physician, Surgeon, or both occasionally, and the other the Diet, according to the Prescription of the Physicians, or Surgeons; and give a List of the same to the Matron each prescribing Day.

81. THAT he visit the Wards every Morning, and be ready to report the State of the Patients to the Physicians and Surgeons.

82. THAT he dispense no Medicines without the Direction of the Physicians and Surgeons, except in Cases of Necessity, when they cannot be consulted, and that he report to the Physician or Surgeon what he has done.

83. THAT

83. THAT he make a Report to the Weekly Meeting, of all Patients received into the House in the foregoing Week, and deliver a List at every Board, of such Patients as have been in the House two Months.

84. THAT he do not presume to practice as an Apothecary out of the House, or attend any other Business than that of the Infirmary.

85. THAT no Drugs or Medicines be bought without an Order from the Committee for providing Drugs; except in Case of Necessity, and then, not without an Order signed by one of the Physicians or Surgeons.

86. THAT no Drugs or Medicines be deposited among the Stores, till they have been first inspected by the Committee for buying Drugs.

87. THAT the Apothecary and Matron be not out at the same Time.

88. THAT he never be absent from the Infirmary, at the Time when the Physicians and Surgeons are to attend, nor at any other Time above two Hours together; and that he always give Notice to the Matron, and be within Call; that he be at Home at Ten o'Clock at farthest, in the Evening, and do not lie out of the House without special Leave from the Board, or the House Visitors; that in such Case, he appoint another Apothecary, who shall be approved by the Physicians, to officiate in his Place.

89. THAT he do not suffer any Apothecary, or other Person, to inspect the Physicians Books, or Pharmacopeia, without Leave of the Physicians.

S E C R E T A R Y.

90. THAT the Salary of the Secretary be Twenty Pounds a Year; and if he is at any Expences on Account of the Infirmary, he shall be allowed to
C make

make a Bill of them, and lay it before a Quarterly Court.

91. THAT he attend at every Court and Meeting, to minute down and register all Proceedings; and that he be always ready to produce the Books and Accounts of the Society fairly written.

92. THAT he enter in a Register the Names of the Patients, who shall be taken in, and of the Out-Patients; the Parish they belong to; their Age and Distemper; when admitted, when discharged, and in what State.

93. THAT he give Notice in Writing every *Thursday* to the Physician and Surgeon, whose Turn it is to take in Patients; to the Clergyman whose Turn it is to visit; to the House Visitors who are appointed for the following Week; and to the Visiting Apothecary every Month before his Turn begins.

94. THAT he transmit the Minutes of every Quarterly Court to the President; and that he shall be constantly resident in the Infirmary.

S E R V A N T S.

95. THAT the annual Salary of the Nurses be Five Pounds, with a Gratuity if they behave well, and Diet, Washing, and Lodging.

96. THAT the Nurses clean their respective Wards, by Seven in the Morning from the First of *March* to the First of *October*, and by Eight in the Morning from the First of *October* to the First of *March*.

97. THAT the Nurses and Servants obey the Matron, as their Mistress; that they behave with Tenderness to the Patients, and with Civility and Respect to Strangers.

98. THAT

98. THAT when the Physicians or Surgeons, order Patients to be attended constantly, Night as well as Day, by Nurses, the Matron shall employ for that Service Supernumerary Nurses, who have been used to attend the Sick, and what she pays them is to be allowed in her Accounts ; and that these Supernumerary Nurses shall promise to be obedient to the Rules of the Society.

99. THAT the Salary of the Porter be six Pounds a Year, and a Gratuity of a Pound more, with a Livery and a Hat ; and that he have likewise Diet, Washing, and Lodging.

100. THAT he carefully attend the Gate, and suffer no In-Patient to go out without Leave ; and that he inform the Matron of every Stranger that comes into the Infirmary.

101. THAT he obey the Orders of the Physicians, Surgeons, and Apothecary ; and do the labouring Work of the House, Yard, or Garden, when ordered by the Matron ; and that when he is to be absent upon any such Business, he give the Matron Notice, that another may be appointed to attend the Gate.

102. THAT if any Servant is dismissed for ill Behaviour, such Servant shall not be allowed a Month's Wages.

103. THAT the Servants Rules be hung up in each Ward.

P A T I E N T S.

104. THAT no In-Patients go out of the Infirmary without Leave from their respective Physician, or Surgeon, first signified to the Matron ; and that no In-Patient lie out of the House, on any Account whatever on Pain of being discharged for Irregularity.

105. THAT no Men-Patients go into the Womens Ward, nor Women Patients into the Mens, without Leave of the Matron.

106. THAT the Patients who are able, constantly attend Prayers; that they do not swear, or curse, or give abusive Language, or behave themselves indecently in any other Way, on Pain of Expulsion, if they do not amend after the first Admonition.

107 THAT no Patient presume to play at Cards, or Dice, or any other Game, or to smoke any where within Doors.

108. THAT such Patients as are able, be employed in the Service of the Infirmary; that they assist in nursing the Patients, washing and ironing the Linen, washing and cleaning the Wards, and in any other Business that the Matron shall require.

109. THAT such In-Patients as are able, be allowed to go to their respective Places of Worship on *Sundays*, in the Forenoon and Afternoon; that they return to the Infirmary directly; and that no Person be admitted to visit Patients on that Day, till after Evening Service, without special Leave of the Matron.

110. THAT the Out-Patients be assisted with Advice and Medicines only, and be no other Way chargeable to the Society.

111. THAT they attend exactly at Eleven of the Clock every *Saturday*, and if they absent themselves twice together, without a reasonable Cause, to be allowed by their respective Physician; or Surgeon, that they be discharged for Irregularity.

112. THAT no fresh Medicines be given them, until they deliver their Phials or Gallipots, and such Medicines as they have not taken.

113. THAT

113. THAT no Patient presume to loiter about the Infirmary, the Streets or Places adjacent, or to beg anywhere in the City, on Pain of being discharged for Irregularity.

114. THAT no Person discharged for Irregularity, be admitted again a Patient of the Infirmary, on any Recommendation whatsoever, unless in some very extraordinary Cases, to be unanimously approved of by the Weekly Meeting.

HOUSE VISITORS

115. THAT the House Visitors enquire every Day, whether the foregoing Rules concerning Officers, Servants, and Patients, have been observed; particularly, whether the Patients be duly attended; whether Prayers have been duly read; whether the Patients, or Servants have been guilty of Swearing, Drunkenness, any Immorality, or Indecency; whether the Provisions be good; and whether any have been carried out or brought in to the Patients clandestinely; and that they enter what they think observable in a Book provided for that Purpose.

116. THAT the Matron, Apothecary, and Servants, be ready to attend the Visitors in the Committee Room; that when the Visitors enter the Wards, the Servants withdraw, and the Patients stand by their respective Beds.

117. THAT the several Sums arising from Subscriptions for Life, from Legacies and Benefactions, (unless such Legacy or Benefaction be otherwise appropriated by the respective Donors) be laid out in the public Funds, or otherwise, at the Discretion of the President and Governors.

End of the Rules and Orders.

F O R M S
FOR THE
Recommendation of Patients, &c.

The FORM of
A LETTER to recommend PATIENTS.

To the Governors of the RADCLIFFE INFIRMARY.
at Oxford:

Day of 17

Gentlemen,

I DESIRE you will admit of
the Parish of whom I believe to be
poor, and a real Object of Charity, to be an Patient
of the Infirmary, and you will oblige,

Your humble Servant.

P. S. I promise to remove upon Notice given,
or in Case of Death, to be at the Expence of Burial.

Form

Form of a General Deputation from a Contributor to another Person in order to entitle him to recommend Patients ; which Deputation must be left with the Secretary of the Infirmary.

To the Governors of the RADCLIFFE INFIRMARY,
at Oxford.

Day of 17

Gentlemen,

I Hereby authorize *A. Z.* to recommend Patients for me, and in my Right, to the Radcliffe Infirmary ; which Recommendation I desire may be accepted as if it came immediately from myself.

A. B.

Form of a Recommendation from one authorized to recommend Patients by Deputation.

Day of 17

Gentlemen,

I Recommend to your Examination of the Parish of and as I am well satisfied he is a real Object of Charity, and destitute of Friends to procure Advice and Medicines, I desire he may be admitted an Patient of the Radcliffe Infirmary, if there are no Circumstances in h Case prohibited by the Rules of the Society. I send this for and in the Right of *A. B.* Esq; pursuant to the Authority by him given to,

Gentlemen,

Your humble Servant,

C. D.

Form.

Form of an Answer when the Infirmary is full.

ACCORDING to the Rules of this Infirmary I beg Leave to acquaint you, That recommended by you for an In-Patient, could not be received in the House this Day for Want of Room; but is now entered regularly in our Books as an In-Patient, and will be admitted in the House, as soon as there is a proper Vacancy.

Secretary.

The Form of an Answer when the Patient recommended is thought improper to be admitted.

Radcliffe Infirmary at Oxford, Day of 17

S I R,

IAM to acquaint you, that A. Z. recommended by you for an Patient has been duly examined, and according to the Rules of our Infirmary appears to the Weekly Committee improper to be admitted.

I am, Sir,

Your humble Servant,

By Order of the Committee,

Chairman.

Secretary.

Form

*Form of a Letter to be sent to the Recommender,
when a Patient is regularly discharged.*

Radcliffe Infirmary, at Oxford, Day of 17

S I R,

I AM to acquaint you that *A. Z.* who was admitted
an In (or Out) Patient on your Recommendation,
in Pursuance of the Rules of this Infirmary, is this Day
discharged, after having been in the Infirmary (or, if
an Out Patient, on our Books) Months,
and has received a Cure, or Relief, or is no better.

I am, Sir,

Your humble Servant,

By Order of the Committee,

Chairman.

Secretary.

N. B. At the Conclusion of this Letter is to be men-
tioned whatever may be the Circumstances of his Dis-
charge, whether he has received a complete Cure, or
Relief; been two or three Months, or longer on the
Books, and is no better; or be discharged at his
own Request.

D

Form

*Form of a Notice to be sent to the Recommender
when a Patient is discharged for Irregularity or Non-
Attendance.*

Radcliffe Infirmary, at Oxford, Day of 17

S I R,

THE Committee on Examination being fully assured of the irregular Behaviour (or wilful Non-Attendance, if an Out-Patient) of A. Z. recommended by you, have thought themselves obliged this Day to discharge him (or her) and must remind you that it is contrary to the Rules of our Infirmary, ever to admit him (or her) to be a Patient again after such an Offence, on any Recommendation whatsoever, unless in some very extraordinary Case, as a fractured Limb, &c. to be unanimously approved by the Committee.

I am, Sir,

Your humble Servant,

By Order of the Committee,

Chairman.

Secretary.

Form of a Letter to the House Visitors.

Radcliffe Infirmary, at Oxford, Day of 17

S I R,

THE Committee have, in Pursuance of our Rules, nominated you one of the House Visitors for the ensuing Week, and Mr. your Associate; and

and as the Oeconomy and Credit of the Infirmary so much depend on the daily Attendance of one of the House Visitors, and his very particular Enquiries (as specified in the Rules) you are earnestly desired to discharge this important Office with great Exactness; and if absolutely prevented by Business or Sicknes, to appoint some other Contributor to act in your Stead.

I am, Sir,

Your humble Servant,

By Order of the Committee,

Chairman.

Secretary.

*The Form of returning Thanks for a Cure,
or for having obtained Relief.*

A. Z. having lately received a Cure, or having received great Relief at the Radcliffe Infirmary, desires to return humble and hearty Thanks to Almighty God for the same.

Form of leaving a Legacy to the Infirmary.

ALL such as are disposed to contribute by Will to the Support of this Infirmary, are desired to do it exactly in the Manner following; as for Want of observing this Form the good Intent of the Testator may be defeated.

I Give and bequeath unto *A. B. and C. D.* the Sum of _____ upon Trust, that they pay the same to the Treasurer of a Society, who

who call themselves *The President and Governors of the Radcliffe Infirmary, for the Relief of the sick and lame Poor, from whatever County recommended*; which Sum I charge on my personal Estate, and desire it may be applied to the charitable Uses of the said Infirmary.

Form of a Letter to be sent to such Subscribers as are in Arrear.

S I R,

PURSUANT to the Rules of this Society, I am to acquaint you, that it appears by the Secretary's Books that your present Year's Subscription of per Annum, payable

has not yet been received; it is therefore the Request of this Quarterly Court (as we hope for the Continuance of your Favour) that you will be pleased to pay it either to the Treasurer, Assistant Treasurer, or to Mr. who has the Treasurer's Receipt for the same, and to excuse this Application, as it is the constant Custom of other Infirmaryes.

I am, Sir,

Your humble Servant,

Chairman of the Quarterly Court.

Secretary

F I N I S

